

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**June 24, 2014**

**CALL TO ORDER:**

**Chairwoman Karen Quinn called the meeting to order at 5:53 PM at the Lincoln Public Library.**

**PRESENT:**

**Chairwoman Karen Quinn, Treasurer Diane Walsh, Trustee Merle Krueger were present. Also in attendance was Becky Boragine, Library Director.**

**ABSENT:**

**Trustees Denise Blais & Wil Postle**

**APPROVAL OF MINUTES:**

**The Minutes of the May 27, 2014 meeting were reviewed. A motion to accept the minutes was made by Trustee Krueger and seconded by Treasurer Walsh. The motion was approved unanimously. The Executive Session Minutes of May 27, 2014 were also reviewed. A motion to accept the minutes was made by Trustee Krueger and seconded by Treasurer Walsh. The motion was approved unanimously.**

## **DIRECTOR'S REPORT:**

**Ms. Boragine informed the Board that she attended several Town Directors meetings, Friends of the Library meeting and a continuing education seminar. During May zero computer classes were held, twelve story times, seven children's program, three teen programs and four adult programs took place. Ms. Boragine indicated that items added to the collection in May were 1,156 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,075 items.**

**A total of 53 new patrons were given library cards. Loaned 4,588 items out to other libraries and borrowed 1,578 items. The in-house computer usage was 1,818. The Library web pages were accessed 155,273 times. The online database usage was 831. Overdrive usage was 1,263 and includes 256 Audio, 22 Video, 0 Music, 916 E-Books and all other E-Books usage was 7.**

**A motion to accept the Director's report was made by Trustee Krueger and seconded by Treasurer Walsh. The motion was approved unanimously.**

## **FINANCIAL REPORT:**

**Treasurer Diane Walsh reported the balances as follows:**

- Fines: \$0.00**
- Champlin Account: \$153,161.52**
- Trustees Account: \$10,169.39**
- Checking Account: \$473.24**

- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,329.14**

**A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Krueger and seconded by Chairwoman Quinn. The motion was approved unanimously.**

#### **UNFINISHED BUSINESS:**

**Ms. Boragine provided an update on the library addition. Furnishings and items that are not being used will potentially be sold. The town has requested pictures of these items. Landscaping still needs to be completed. The additional security cameras for the library will be purchased from the Champlin Foundations grant monies received.**

**The funds collected through the donation box at the circulation desk total \$414.00**

#### **NEW BUSINESS:**

**Ms. Boragine discussed salary increases. She informed the Board that there are a few non-union staff members who are not paid in accordance with what other towns would be paying for similar positions. Ms. Boragine has spoken with the Town Administrator and**

Finance Director who have indicated that the funds need to come from within the library budget. She is working with the Budget Board to see if she can resolve this issue. Ms. Boragine was looking for the Boards support in seeking salary increases and all who were in attendance support salary increases to be brought in line with what market research indicates, but want to see the research so the Board is clear and has an understanding as to what type of increases are being asked for. Additionally Ms. Boragine asked for and received the Board's support to request the town allocate the same percentage raise for the library's part time staff that the collective bargaining unit receives once negotiations are complete.

The summer schedule was discussed. A motion was made by Treasurer Walsh that the library be closed on Saturdays from July through Labor Day weekend and seconded by Chairwoman Quinn. The motion was approved unanimously.

Furniture purchasing needs to adhere to a new town policy which does not allow for piggy backing on state or federal bid lists. The town council needs to also approve the item that need to purchases via RFPs. Ms. Boragine explained this policy and also discussed sole source items and use of RFP's in this policy.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

**Next Meeting August 19, 2014**

**PUBLIC COMMENT:**

**NONE**

**ADJOURNMENT:**

**There being no further business, a motion was made by Trustee Krueger and seconded by Treasurer Walsh to adjourn the meeting at 6:35 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Joan Dion**

**Board Secretary**